

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT— APRIL 5, 2023

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> Students Missing in PearsonAccess Next MCA/MTAS Irregularities MCA/MTAS Reminders Translation Settings on Student Testing Device Upcoming Opportunities 	<p>May 2 (noon) <i>Deadline to order additional MTAS (all subjects), and Mathematics and Reading MCA paper tests materials in PearsonAccess Next</i></p> <p>May 5 <i>End of the MTAS (all subjects), and Mathematics and Reading MCA testing window</i></p> <p>May 9 (noon) <i>Deadline to order additional Science MCA test materials in PearsonAccess Next</i></p> <p>May 12 <i>End of testing window for Science MCA</i></p>

Students Missing in PearsonAccess Next

Students must be registered for the correct tests in PearsonAccess Next before they can be added for online testing or data entry. Information for all students enrolled in a district or school is sent nightly to Pearson in precode files throughout the testing windows.

If a student is missing in PearsonAccess Next, first verify the student’s information in Test WES under Precode Student Eligibility. Enter the student’s MARSS/SSID number to check on the following possibilities:

- If blank demographic fields appear when you enter the MARSS/SSID number, either there is an issue with the student’s enrollment record sent to MDE, or the student’s enrollment record has yet to be reported to MDE. Work with your MARSS Coordinator to correct any issues and resubmit student enrollment data.
- The student record is being sent in precode for another district or school. The first column appearing in the Precode Eligibility table (at the bottom of the screen) is the district/school where the student record is being sent in precode. If the student is dual-enrolled, verify which district or school will be testing the student and manually change the school where the student will be testing, as needed, by selecting “Add” on the student’s information.
- The student record has not yet been sent in precode to Pearson. If a student was recently submitted in enrollment data to MDE, or if a change in Precode Student Eligibility was made recently, the record may

not have been sent to Pearson yet. The last column appearing in the Precode Eligibility table (at the bottom of the screen) indicates whether the testing record has been delivered to PearsonAccess Next or not. The student information and test eligibility are typically available in PearsonAccess Next two business days after student enrollment data is submitted to MDE.

More information is included in the *Test WES Precode User Guide*, which is posted on the [Test WES](#) page of the MDE website. For questions regarding student information in Test WES contact MDE at mde.testing@state.mn.us or 651-582-8674.

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MCA/MTAS Irregularities

As we near the halfway mark of the MCA/MTAS testing window, MDE has noticed the following two situations are common across districts. These situations are documented in the *MCA/MTAS Irregularities*, posted on the [Policies and Procedures](#) page of the PearsonAccess Next website.

Incorrect Data Entry

As indicated in Scenario 22, if the district staff enters responses/scores (from an MCA paper test book or for MTAS) for the *wrong student* (for example, enters Student A's responses under Student B's test), or the *wrong subject* information was submitted (MTAS only; for example, Test Administrator entered and submitted mathematics instead of science), the DAC contacts Pearson to reset or switch the student's test in PearsonAccess Next.

Remove a Test Code or Unsubmit a Blank MTAS Test

As indicated in Scenario 25, if a DAC or Assessment Administrator (AA) incorrectly indicates a test code, marks a test complete, or submits a blank MTAS test in PearsonAccess Next, or parent/guardian refusal was originally submitted but the parent/guardian now would like the student to test, the DAC must use the Test Code dropdown and select the blank field to remove the code/reason on the View Student Tests screen in PearsonAccess Next. The DAC must then contact Pearson to unsubmit the test before the student may resume testing.

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MCA/MTAS Reminders

Data Entry for MCA and MTAS

Data entry is the process used by district staff to enter student responses from MCA paper test books in TestNav and from MTAS Data Collection Forms in PearsonAccess Next. **Pearson does not score paper test materials for MCA and MTAS.** Therefore, in order for those tests to be scored, it is the district's responsibility to enter these responses online for scoring.

MCA data entry is done in TestNav during the testing window. For test security purposes, TestNav can only be accessed for entry of student responses during the hours of 6 a.m.–7 p.m. on weekdays throughout the testing window. Refer to the *MCA Data Entry User Guide*, available on the [User Guides](#) page of the PearsonAccess Next website, for more information.

MTAS data entry is done in PearsonAccess Next during the testing window. MTAS data entry is not restricted to the 6 a.m.–7 p.m. window referenced above. Refer to the *MTAS Data Entry User Guide* available on the [User Guides](#) page of the PearsonAccess Next website for more information.

Note: In order for students to be loaded in PearsonAccess Next for data entry, any enrollment data updates must be submitted to MDE at least two business days in advance. Once enrollment data is submitted to MDE, that data is gathered overnight and is available the next business day in Test WES for district to make edits (test assignments or accommodations linguistic support for example) before it is sent to Pearson. MDE recommends completing data entry as early in the testing windows as possible once testing is complete.

Moving Into or Out of the District during Testing

Districts should attempt to test all students who are enrolled during the testing window. If a student moves during the testing window and has not tested in their former district, the new district should test the student.

If a student moves to a new district and has not started the MCA or MTAS, the student's test eligibility will automatically move to the new district when updated enrollment data is submitted to MDE and sent to Pearson through the precode files. No additional action is needed. However, if a student moves to a new district and the test has already been started or completed, the student's test will not automatically move. Districts can use the *Student Test Not Associated with the Student Organization* operational report in PearsonAccess Next to display student tests that have been started or completed at a different district or school, and to verify if DACs need to contact Pearson to move a started test. Completed tests stay at the district where the student originally tested; results do not move with the student to the new district.

Refer to the *MCA Online Testing User Guide*, available on the [User Guides](#) page of the PearsonAccess Next website, for detailed instructions on accessing this operational report. More information on students moving into or out of the district during testing is available on pages 210–211 of the [Procedures Manual](#).

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Translation Settings on Student Testing Device

Page 72 of the [Procedures Manual](#) provides general information on translation settings for TestNav directions on student testing devices:

For online testing, districts may also choose to turn on translation settings on the student testing device. This should only be used if students typically use this feature during instruction. Only the TestNav system text (for example, menus and buttons) are translated.

Based on recent district inquiries, the following information provides some additional information and clarifications:

- Only English and Spanish system languages are supported by TestNav at this time. If a student’s testing device is set to any other language, the TestNav user interface text will default to English.
- Only TestNav system text (for example, menus and buttons) are translated. All test content will display in English.
- For Chromebooks, if the system language is set to Spanish but the TestNav user interface does not display in Spanish, the TestNav app will need to be removed and re-added as a kiosk app at the Google admin level (for example, in the Google admin account for a district/school that is used to manage all Chromebooks). This is an open issue that Google is working to resolve. This workaround needs to be completed each time a Chromebook’s language setting is changed to Spanish until the issue is resolved. On all other supported platforms, TestNav system text is updated to Spanish as soon as the language is set.
- Contact your technology staff for direction on how to set/change the system language on a student’s testing device, as it can vary by device.

Note: The translation settings on the student testing devices are separate from the online word-to-word pop-up translations available in Hmong, Somali, and Spanish as a support for eligible students. More information regarding this linguistic support can be found on page 74 of the *Procedures Manual*.

Contact the Pearson help desk with any questions at 888-817-8659 or [submit a Pearson help desk request online](#).

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Upcoming Opportunities

Meet with Alternate Assessment Specialists to Give Feedback and Ask Questions

The Academic Standards, Instruction, and Assessment Division will host a series of virtual coffee break sessions for MTAS test administrators and special education staff to ask any questions around alternate assessment, share your feedback, and connect with other special education staff from across the state. Please share this opportunity with test administrators and staff within your district.

[Register for the Tuesday, April 11, 4–5 p.m. Alternate Assessment Coffee Break](#) via Zoom. Bring your favorite beverage, along with your questions and any feedback you have, to share at this informal time focused around alternate assessment. This month we will be discussing MTAS administration questions, MTAS testing considerations (materials prep, scheduling, logistics), and field audit visits.

The next Coffee Break is May 9, 4–5 p.m. For more information, contact Alt.Assessment.MDE@state.mn.us.

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Minnesota Department of Education

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